

# Vice President, Finance and Operations

## Job Description

Reporting to the president and serving as an integral member of the senior management team, the Vice President of Finance and Operations (VP) will be responsible for the development of Company's financial management strategy and contribute to the development of the organization's strategic goals. In addition to the strategic components, the VP will be charged with developing and implementing more sophisticated policies and procedures, both in the finance and general operational realms. This is an outstanding opportunity for a finance executive with operational experience and a proven track record of creative problem-solving and change management to join in a high-growth, mission-driven organization.

### Responsibilities

#### Strategy, Vision and Leadership

- Advise the president and other key members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Serve as the management liaison to the board and audit committee; effectively communicate and present critical financial matters at select board of directors and committee meetings.
- Contribute to the development of Company's strategic goals and objectives as well as the overall management of the organization.
- Maintain continuous lines of communication, keeping the president informed of all critical issues.
- Represent the organization externally, as necessary, particularly in banking and lease negotiations.
- Serve as the management liaison to Company's legal counsel on matters requiring legal review or advice.

#### Team Development/Leadership

- Oversee, direct, and organize the work of the finance and operations teams.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure staff members receive timely and appropriate training and development.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer wage adjustments.
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.

## Operations

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Plan, coordinate, and execute the annual budget process.
- Ensure the Company is adhering to the strategic plan, delivering status reports to the board.
- Provide analytical support to Company's internal management team including development of internal management reporting capabilities.
- Improve administrative and operational accounting services such as cashflow management, payroll, accounts receivable, accounts payable, and purchasing.

## Qualifications

- Business or Accounting degree mandatory, a master's in business administration is preferred
- CPA preferred
- Minimum 10 years experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization
- Proven track record of success facilitating progressive organizational change and development within a growing organization
- Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills
- Strong mentoring, coaching experience to a team with diverse levels of expertise
- Entrepreneurial team player who can multitask
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Self-reliant, good problem solver, results oriented
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, Company's board of directors, and staff
- Ability to operate as an effective tactical and strategic thinker
- Experience in a commodities-related business would be preferred, but is not required.

## About the Company

Silver Towne, LP is a family owned and operated business located in Winchester, Indiana. Founded in 1949 by Leon Hendrickson, Silver Towne is one of the largest and most respected dealers of collectible coins and precious metals in North America. Today, the business is focused on its retail operations, which include a retail showroom, several e-commerce platforms, and the nation's longest running TV Coin show that is broadcast live from our studio in Winchester. Many second and third generation family members are part of the team of more than 50 employees who work to support the business.